

CHECKLIST FOR CHAPTER 7 CASE

Instructions for cases filed on Paper by Pro Se Debtors

- _____ ***Filing fee of \$274** Cash, Check or Money Order. Make out to “US Bankruptcy Court”
OR
- _____ ***Application and Order for Installment Payments**
OR
- _____ ***Application for Waiver of Filing Fee**
- _____ ***Petition** [Must be originally signed]
- _____ ***B-21 Statement of Social Security Number** – The full social security number must be stated on this form. Only last four digits of SSN are listed on the petition.
- _____ ***Mailing matrix and Verification of Matrix** – The matrix must be typed and in the format required by the court guidelines.
- _____ ***Certificate of Counseling, Motion for waiver of counseling requirement, or Statement of Exigent Circumstances and request for additional time to satisfy counseling requirement.**
- _____ **Schedules and Statement of Affairs** — Due within 15 days of the date on which the petition was filed. Originally signed declaration must be submitted with the schedules.
- _____ **Statement of Current Monthly Income/Mean Test Calculation.** Due within 15 days of the date on which the petition was filed.
- _____ **Statement of Debtor’s Intentions** – Due within 30 days of filing of petition.

*** These documents are required to be filed with the petition.**

NOTE!

Extension of Time – The debtor may ask for an extension of time to file documents not due with the petition. A suggested form for requesting an extension and an order form is included with other forms on the court web site. Generally an extension will not be granted later than 5 days before the scheduled creditors’ meeting date.

Waiver of Fees – If the court does not grant a waiver of fees, the debtor will be required to pay the fee in full or to file an application to pay the fee in installments [with an initial minimum payment of \$15.00] within 10 days. If the fee is not paid or an installment application is not approved within 10 days, then the case will be dismissed without a hearing.

Copies– We do not require any copies to be filed with the original documents. However, if you wish a file-stamped copy for your records, you should include a copy and self-addressed return envelope with sufficient postage for the copies which you want.

Staples – Do not staple any documents together – Please use binder clips.